

## Promotion Action

1. On the command line, type SNIN, or from the tool bar select Personnel – Processing Personnel Actions – Initiate Personnel Action (SNIN)
2. Select an employee either by SSN or by typing a name
3. Change the effective date to sometime during pay period 04/04/04 range, then for the nature of action, type 702. Select whichever rule applies to your 702 action.
4. Select the SF50/52 Noa/lac Information, SF50/52 Position/Employee Information, Position Action, SF50/52 From/To Information, and SF50 Remarks and Inserts
5. Before you save and/or forward the action, run the edit button at the bottom of the screen.
6. Next, go to the command line and type in PROC, or from the tool bar select Personnel - Processing Personnel Actions – Process SF52 (PROC). Here, you can see what actions are waiting on you to either edit or sign, depending on your security level
7. Go to the command line and type in LGAP, or from the tool bar select Personnel – Processing Personnel Actions – SF52 Approval (LGAP). From this screen you need to sign/forward or sign the action, depending on your security level
8. Go to the command line and type in RLUP, or from the tool bar select Personnel – Processing Personnel Actions - Release for Update (RLUP). At the bottom of the screen, print the SF50
9. Whoever has the security access for RLUP will be responsible for releasing the action to the database

## Time-Off Award Action

1. On the command line, type SNIN, or from the tool bar select Personnel – Processing Personnel Actions – Initiate Personnel Action (SNIN)
2. Select an employee either by SSN or by typing a name
3. Change the effective date to sometime during pay period 04/04/04 range, then for the nature of action, type 846. Select whichever rule applies to your 846 action.
4. Select the SF50/52 Position/Employee Information and the Award Information screen. On the award screen, make the employee time off award for 40 hours.
5. Before you save and/or forward the action, run the edit button at the bottom of the screen
6. Next, go to the command line and type in PROC, or from the tool bar select Personnel - Processing Personnel Actions – Process SF52 (PROC). Here, you can see what actions are waiting on you to either edit or sign, depending on your security level
7. Go to the command line and type in LGAP, or from the tool bar select Personnel – Processing Personnel Actions – SF52 Approval (LGAP). From this screen, you need to sign/forward or sign the action, depending on your security level
8. Go to the command line and type in RLUP, or from the tool bar select Personnel – Processing Personnel Actions - Release for Update (RLUP). At the bottom of the screen, print the SF50
9. Whoever has the security access for RLUP will be responsible for releasing the action to the database

## Award Action

1. On the command line, type SNIN, or from the tool bar select Personnel – Processing Personnel Actions – Initiate Personnel Action (SNIN)
2. Select an employee either by SSN or by typing a name
3. Change the effective date to sometime during pay period 04/04/04 range, then for the nature of action, type 840. Select whichever rule applies to your 840 action.
4. Select the SF50/52 Position/Employee Information and the Award Information screen. On the award screen, give the employee a \$500 award.
5. Before you save and/or forward the action, run the edit button at the bottom of the screen
6. Next, go to the command line and type in PROC, or from the tool bar select Personnel - Processing Personnel Actions – Process SF52 (PROC). Here, you can see what actions are waiting on you to either edit or sign, depending on your security level
7. Go to the command line and type in LGAP, or from the tool bar select Personnel – Processing Personnel Actions – SF52 Approval (LGAP). From this screen, you need to sign/forward or sign the action, depending on your security level
8. Go to the command line and type in RLUP, or from the tool bar select Personnel – Processing Personnel Actions - Release for Update (RLUP). At the bottom of the screen, print the SF50
9. Whoever has the security access for RLUP will be responsible for releasing the action to the database